

FISCAL YEAR 2007

REQUEST FOR QUOTE D09CASP 007-001

**DNA (DEOXYRIBONUCLEIC ACID)
COLLECTION SERVICES**



**UNITED STATES PROBATION OFFICE
SOUTHERN DISTRICT OF CALIFORNIA
BUDGET, PURCHASING & FINANCE SECTION
101 WEST BROADWAY, SUITE 700
SAN DIEGO, CA 92101-7991
(619) 557-5510 www.casp.uscourts.gov**

DESCRIPTION, SPECIFICATIONS, STATEMENT OF WORK

DNA (deoxyribonucleic acid) Collection Services

CONTRACT D09CASP 007-001 July 17, 2006

I. DESCRIPTION OF TASK TO BE PERFORMED

The Contractor shall provide DNA (deoxyribonucleic acid) collection services to the United States Probation Office for the U.S. Probation Office, Southern District of California, in accordance with the requirements specified herein.

II. INTRODUCTION

The United States Probation Office has a requirement for the collection of DNA samples from each individual under the jurisdiction of the office on supervised release, parole, or probation who is, or has been, convicted of a qualifying federal offense or a qualifying military offense. The offenses that shall be treated for purposes of this section as qualifying federal offenses or qualifying military offenses are defined in 42 U.S.C. § 14135a(d) and 10 U.S.C. § 1565(d). Pursuant to 42 U.S.C. § 14135a(a)(4)(B), the Probation Office is authorized to enter into agreements with third-parties to provide for the collection of these samples.

III. DEFINITIONS

- A. Request for National DNA Database Entry Form is a Department of Justice Federal Bureau of Investigation (FD 936) form. The form is included in the government provided collection kits.
- B. The term "DNA sample" means a tissue, fluid, or other bodily sample of an individual on which a DNA analysis can be carried out. For the purposes of this Request for Proposals, the term DNA sample means a blood sample.
- C. PACTS is the federal judiciary's Probation and Pretrial Services Automated Case Tracking System.
- D. COTR is the Contracting Officer's Technical Representative responsible for coordination and operation of the program with the contractor.

IV. SCOPE OF WORK

- A. Collection services shall be performed on an as needed basis.
- B. The United States Probation Office will schedule a DNA collection appointment for each offender and provide a listing of such appointments to the contractor at least three days in advance. The schedule will be based on the estimate of one collection approximately every 15 minutes. A minimum guaranteed time of performance for each scheduled visit is one hour.
- C. DNA collection services shall be provided at:

U.S. Probation Office U.S. Probation Office
101 West Broadway, Suite 700 303 H Street, Suite 500
San Diego, CA 92011-7991 Chula Vista, CA 91910-5501

D. Offenders are responsible for their own travel to and from the collection site.

E. Step 1 - Offender Appears for Appointment

The contractor shall:

- (1) Pleasantly greet each offender that appears for DNA collection and confirm his/her scheduled appointment via comparison against the probation-provided schedule.
- (2) Verify the identity of the offender via official government issued photo identification card (e.g., driver's license, passport). In the event the offender does not have government issued photo identification, determination of identity and appropriateness of testing will be made by the U.S. Probation Officer present at that time.
- (3) Record the appearance of the offender on a form provided by the probation office.
- (4) Thoroughly explain the collection procedure (as outlined on the form J-FBI-05-096) and answer any questions that the offender may have.
- (5) Record the requested information on the "Request for National DNA Database Entry" form (FD 936) included in each government provided collection kit. This includes offender's full name, social security number, date of birth, and PACTS number. The Probation and Pretrial Services Automated Case Tracking System (PACTS) number will be provided by the probation office in advance.

F. Step 2 - DNA Collection Procedure

The contractor shall:

- (1) Be certified or authorized under the laws of the state in which collection services will be provided to obtain a blood sample.¹
- (2) Obtain a blood sample from the offender in accordance with the FBI procedures outlined in on the form "Procedures to Obtain a Blood Sample via Finger Stick" (J-FBI-05-096) and the back of the "Request for National DNA Database Entry" form (FD 936). If the contractor is unable to collect

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These individuals are often known or certified medical assistants; however, the contractor may hold other titles as long as he or she is authorized under the laws of the state in which the service will be performed to obtain a blood sample.

the sample for medical, physical, or other reasons, including the offender's failure to cooperate, the probation officer shall record this result on the probation office's form and allow the offender to leave.

- (3) Assist in the collection the fingerprints of offenders, left and right index fingers only, in accordance with the FBI procedures outlined on the back of the "Request for National DNA Database Entry" form (FD 936).
- (4) Complete the collector (contractor) information on the form FD 936, including name of person performing the DNA collection service, date, and signature.
- (5) Retain a duplicate copy of the Request for National DNA Database Entry form (FD 936) for the United States Probation Office.
- (6) Immediately package each collection sample as prescribed by the FBI, along with the original Request for National DNA Database Entry form (FD 936). This includes sealing the sample in the self-addressed, pre-paid government provided envelope. The probation officer will be responsible to mail the envelope to the FBI within 24 hours of the collection of the sample.

G. Step 3 - Administration

The contractor shall:

- (1) Record on the log provided by the probation office the following information: (a) the offender's name, (b) PACTS number, (c) date of collection, and (d) date that sample was mailed to the FBI.
- (2) Report any and all unusual incidents or problems to the COTR.
- (3) Prepare the reports required in this Statement of Work.

V. MONTHLY PROGRESS ACTIVITY REPORT

The contractor shall furnish a monthly progress activity report to the COTR by the tenth (10) calendar day after of the following month for the entirety of the contract term. The monthly progress activity reports inform the COTR of significant events, problems, changes, or invoicing information associated with the progress of the collection services being performed. The contractor shall submit the original report to the COTR. The report shall include:

Offender's name,
PACTS number,
Date and time sample was taken,
Date Sample was mailed to the FBI, and
Annotate any problems or concerns about the sample collection.

VI. PERIOD OF PERFORMANCE

The anticipated performance period is from October 1, 2006 through September 30, 2007, with two optional, 12-month periods.

VII. CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

The Contracting Officer's Technical Representative (COTR) will be named by each United States Probation Office and may be communicated to the contractor under a separate document at time of contract award.

VIII. PAYMENT INFORMATION

- A. Invoices for services furnished under this contract shall be submitted in an original and one copy directly to the COTR.
- B. Invoices may be submitted on a monthly basis. Invoices shall be submitted within five days of the first day of the month for services rendered the previous month.

- C. The office that will make the payments due under this contract (i.e., the designated payment office) is:

United States Probation Office
ATTN: Budget, Purchasing and Finance Section
101 West Broadway, Suite 700
San Diego, CA 92101-7119

- D. All invoices submitted for payment shall contain the following basic information:

Contract Number
Date of the invoice
Invoice Number
Date and type of service performed
Contractor's mailing address, including zip code and telephone number
Contractor's Tax ID Number (TIN)
Contractor's DUNS Number (if appropriate)

- F. Any copies of original invoices submitted shall be marked "Duplicate of Original." Contractor questions regarding program operations and scheduling shall be directed to the COTR. Payment information or check identification can be directed to the Budget, Purchasing, and Finance Administrator at (619) 557-7149.

IX. GOVERNMENT PROVIDED MATERIAL [DNA Collection Kits]

The United States Probation Office will provide single-use kits for use in DNA collection. The kits contain:

Gloves
Lancet
Sterile gauze pad
Acohol prep pad

Ahesive bandage
Sample collection card
Drypak envelope
Pre-inked fingerprint pad
Clean wipe (for ink removal)
Form – Request for tNational DNA Database Entry form (FD 936)
FBI collection procedures (on back of FD 936)
FBI Self-addressed, postage paid return envelope

X. CONTRACT TYPE

This is an Indefinite Delivery/Indefinite Quantity order with no guaranteed quantity.

XI. PRIVACY PROTECTION STANDARDS

All DNA samples may be collected for the purposes specified in Title 42 of the U.S. Code, and use of the DNA samples by the contractor is prohibited. Any person who knowingly discloses a sample to any person not authorized to receive it **or** obtains a sample without authorization may be fined up to \$250,000, imprisoned up to one year, or both.

XII. MINIMUM QUALIFICATION REQUIREMENTS

The minimum qualification requirements for the contractor personnel shall have authorization and/or current certification in the state in which services are performed to obtain blood samples.

XIII. SECURITY REQUIREMENTS FOR CONTRACTOR PERSONNEL

Persons currently under pretrial services, probation, parole, mandatory release, or supervised release (federal, state, or local) supervision shall not perform services under this agreement nor have access to federal DNA collection files.

XIV. ADDITIONAL PROVISIONS AND CLAUSES

Contractor should view full text of a solicitation provision referenced below and through out this contract at <http://www.uscourts.gov/procurement/clauses.htm>

- A. JP3 Provision B-1, Solicitation Provisions Incorporated by Reference (Aug 2004)
This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer.
- B. JP3 Clauses B-5, Clauses Incorporated by Reference (Aug 2004)
This procurement incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available.

- C. The following provisions and clauses are incorporated by reference:

JP3 Clause 2-65, Key Personnel

JP3 Clause 3-3, Provisions, Clauses, Terms and Conditions - Small Purchases (June 2004)

JP3 Clause 3-70, Determination of Responsibility (Jan 2003)

JP3 Clause 3-75, Limited Criminal Background Suitability Check

JP3 Clause 3-160, Service Contract Act of 1965, as amended

JP3 Clause 3-180, Fair Labor Standards Act and Service Contract Act – Price Adjustment

JP3 Clause 4-25, Indefinite Quantity

JP3 Clause 7-25, Indemnification (Aug 2004)

- D. JP3 Clause 2-90C, Option to Extend Services (Jan 2003)

The judiciary may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor.

XV. PROPOSAL INSTRUCTIONS

- A. Proposal Preparation

This procurement is being conducted under open market small purchase procedures. Negotiations may or may not take place; therefore, it is important that you submit your best technical proposal and price proposal in your initial offer.

- B. Technical Proposal

The technical proposal shall contain the following:

- (1) A narrative response to each of the steps listed in Section IV, Scope of Work, describing the offeror's capabilities to meet each requirement. The narrative shall contain a statement that the offeror agrees to perform each requirement in all the sections of this Statement of Work.
- (2) List of proposed contractor personnel who will collect DNA samples and written evidence that the contractor personnel have authorization and/or certification to collect blood samples in the state that the services are performed. The government reserves the right to reject proposed personnel for any reason.

- (3) The offeror may be asked to provide three references to demonstrate that the offeror has experience in collecting blood samples for DNA testing. This information will be used to evaluate past experience and past performance. The following information must be submitted for each reference: (a) Name and address of customer company or government agency; and (b) Names, addresses, and telephone numbers of a customer program contact and/or the contracting officer.

C. Price Proposal

The offeror shall provide a fixed price per unit based on an hourly rate. This information will be used in determining price reasonableness of the pricing. Any quantities that may be provided are estimates and are not guarantees of actual work. The basis for calculating the firm-fixed-price for each line item in the price table is: price per hour. A minimum of one hour each visit is guaranteed.

Vendor submits the following price per hour: \$ ____.

Note: Rate must be inclusive to include any parking, mileage, or other associated fees that may be incurred by the offeror's personnel.

D. Assumptions, Conditions, or Exceptions

Offerors must submit, under separate cover, all (if any) assumptions, conditions, or exceptions with any of the contractual and cost/price terms and conditions of this Statement of Work. If not noted in this section of your proposal, it will be assumed that the offeror agrees to comply with all of the terms and conditions set forth herein. It is not the responsibility of the Government to seek out and identify assumptions, conditions, or exceptions buried within the offeror's proposal.

XVI. AWARD SELECTION

The government anticipates making an award to the responsible offeror who submits the lowest priced technically acceptable proposal conforming to the RFP. Technical acceptability will be determined based on a pass/fail review of the technical proposal submitted in response to the Statement of Work. Technical acceptability will be based on the following:

- A. Offeror's ability to comply with the requirements in this Statement of Work.
- B. Current certification for contractor to collect DNA samples in the state where services are to be performed or proof that the contractor need not be certified to perform these services in the state where the services are to be performed.
- C. Prior experience providing similar services under agreements of a similar size and scope.
- D. Acceptable past performance history.

XVII. PROPOSAL DUE DATE

Proposals are due no later August 31, 2006, at 2:00 p.m., local time. Offers will be subject to JP3 Provision 3-90, "Late Submissions, Modifications, and Withdrawal of Bids".